Date sent: 5/18/12

NC E-Procurement Upgrade Go-Live Postcard #4

Community College Edition

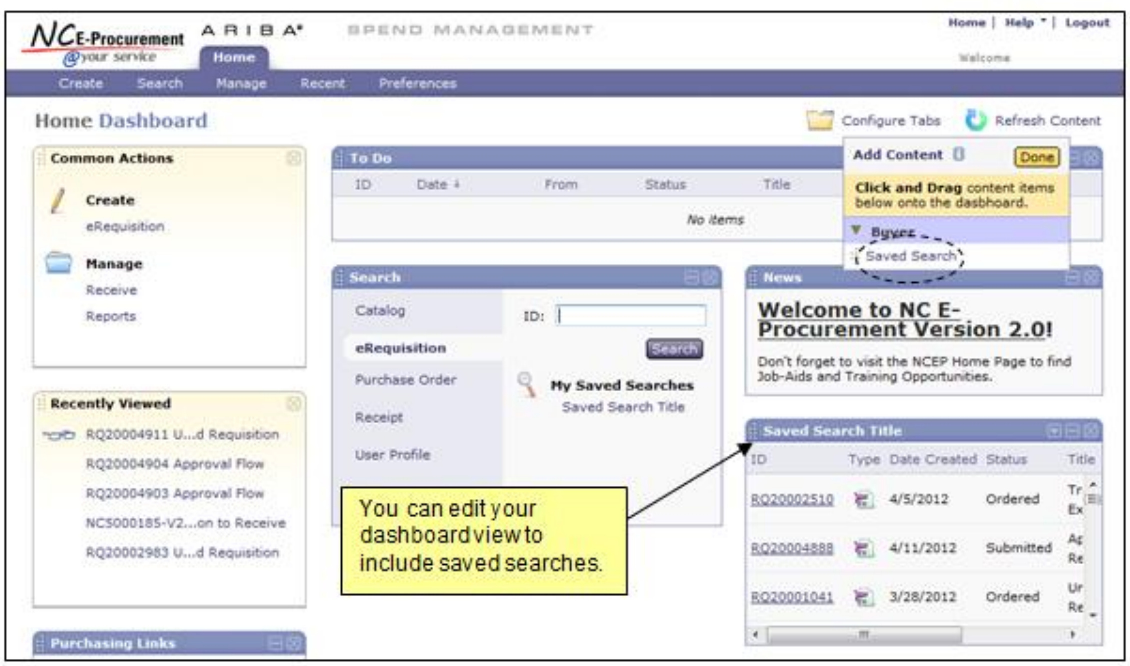
Have You Registered for the "What's New" Webinar? This week, we sent invitations to a "What's New" webinar that will be held on Thursday, June 14, 2012, from 9-11 am. The "What's New" training will highlight the new features of NC E-Procurement. It will focus on changes to the system and processes. The webinar will be recorded for future viewing if you are not able to attend at that time. We encourage you to attend with other users in your office to learn together. If you attend as a group, only one person is needed to register. Registration is online using the link provided in the invitation.

Readiness Checklists We sent the first set of readiness checklists to entity contacts this week. One readiness area covered is User Readiness, so you may be requested to confirm your participation in training. Other areas covered include NCID / User ID setup, commodity code updates, and approval flow rules configuration. We will send updated Readiness Checklists weekly until go-live.

- **Note to entity contacts:** Please remember to submit your readiness survey data each Friday, beginning today, using the link provided in the Readiness Checklist.

Feature Focus: Saved Searches Instead of saving requisitions or purchase orders in a folder, as you can today, or by using a label, as you will do in the new system, try using system search and saving your searches. A user should use system searches instead of labels in scenarios where there is a shared characteristic across all of the items in the group. System Searches are more reliable because they are not dependent on an action by the user (e.g., assigning a label to a requisition). Saved Searches are useful in providing a current view of set criteria, such as current month or requester. You can even add the Saved Search to the Home Dashboard, or on a new tab, to view the search results more quickly. For more information about Saved Searches, please view the System Searches job aid on the Upgrade Job Aids web page.

The NC E-Procurement Home Dashboard page is displayed below with a saved search added to the home dashboard:



Follow-Up

We sent this postcard to NC E-Procurement Community College users, Purchasing Directors, and Finance Officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov